

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VA – CULTURAL AFFAIRS ASSISTANT			
Office: HR	No. 15 - 176	Date: 11/16/15	Reference: N/A

OPEN TO: All Interested Candidates / All Sources

POSITION: **CULTURAL AFFAIRS ASSISTANT**
Full-performance level: FSN-7/ FP-7
Developmental Level: FSN-6/FP-8
(One year of developmental level will be determined based on qualifications. See additional criteria item 6.)

OPENING DATE: November 16, 2015

CLOSING DATE: **December 1, 2015**

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR):*
FSN-7 (full-performance level)
FSN-6 (developmental level)

*Not-Ordinarily Resident (NOR): FP-7**
FP-7 (full-performance level)
FP-8 (developmental level)

*Final grade/step for NORs will be determined by Washington.

Note 1: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section), if hired, will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Mission in Quito, Ecuador is seeking eligible and qualified applicants for the position of CULTURAL AFFAIRS ASSISTANT in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

The Cultural Affairs Assistant provides administrative and program support to the Cultural Affairs Officer (CAO) and to the Cultural Affairs Section in general. The incumbent is supervised by the CAO, but may receive direction from the Assistant Cultural Affairs Officer (ACAO) and the Public Affairs Officer (PAO). He/she provides support for all aspects of cultural programming, including academic and professional exchanges; U.S. cultural and artistic programs; U.S. and Mission speakers, and other outreach programming and events, including coordinating travel for section staff and visitors, specialists, and speakers.

The incumbent handles all invitations, correspondence, and filing for the section, reserves venues, prepares standard forms for processing, enters visitors' profiles into the Exchange Visitors Database (EVDB), maintains the Mission Activity Tracker (MAT) and Mission CONTACT database, assists with events planning and logistics, answers the section telephone, escorts visitors, and serves as back-up for the Public Affairs Section Administrative Assistant, including assistance with grants management. The incumbent also coordinates special projects as assigned by the CAO, ACAO or other American officers. He/she also may manage some programs in conjunction with Cultural Section staff. While primarily responsible for support of activities in the Quito Consular District, he/she must coordinate closely with Public Affairs staff in Guayaquil.

DISTINGUISHING FEATURES:

The incumbent is responsible for all cultural and outreach programming support functions and is asked to work in a high-pressure environment where the need to respond to deadlines is constant and last minute programming changes occur frequently. The EVDB, MAT, and Alumni Archive databases are unique to this section. The need for accuracy in this position is given a high priority, as failure to allow for one logistical need can endanger a program or leave a participant with a bad impression.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Four years university or college studies, equivalent to a B.A. degree in communications, public relations or international relations is required.
- 2. EXPERIENCE:** Minimum three years of progressively responsible experience in an administrative support role in communications, media, events planning, university exchanges or a closely related field is required.
- 3. LANGUAGE:** Level IV (fluent) written/spoken both in English and Spanish is required.
- 4. SKILLS AND ABILITIES:** Must have good working typing skills (net 50 wpm accuracy).
- 5. Must have good knowledge of Microsoft applications (Word, Excel, PowerPoint, Internet Explorer and Outlook).**

5. JOB KNOWLEDGE: Knowledge of Ecuadorian contact institutions (universities, NGOs, arts facilities, etc.) is required. Must have knowledge of the public policy and programs of the USG. Basic accounting and budget knowledge is required.

Please note that any or all of the above required qualifications may be tested.

FOR FURTHER INFORMATION

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to hroquito@state.gov.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
6. Employment eligibility criteria for this position were established by the hiring supervisor.
7. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.

8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
10. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **that provides the same information** found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).

IMPORTANT

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

- 1) Per email (***preferred method***)
E-mail: hroquito@state.gov
- 2) Per hand delivery (***please note this method often results in applications not getting any form of response on the recruitment process***)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

CLOSING DATE FOR THIS POSITION: December 1, 2015 (COB)

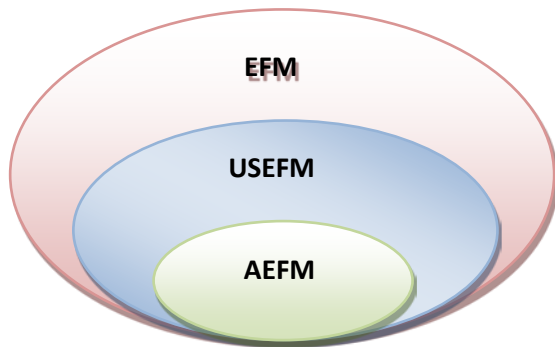
EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARANCES

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <div style="text-align: center;">QUITO</div>	2. Agency <div style="text-align: center;">DEPARTMENT OF STATE</div>	3a. Position Number <div style="text-align: center;">A60-101</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <div style="text-align: center;">UPDATE</div>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CULTURAL AFFAIRS ASSISTANT- 6005	FSN- 7		01-03-2013
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title)		7. Name of Employee <div style="text-align: center;">VACANT</div>		
8. Office/Section <div style="text-align: center;">US EMBASSY</div>		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="text-align: center;">VACANT</div>		10. This is a complete and accurate description of the duties and responsibilities of this position.		
Printed Name of Employee _____ Date (mm-dd-yyyy) _____		Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____		
Employee Signature _____		Supervisor Signature _____		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____		Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
Chief or Agency Head Signature _____		Admin or HR Officer Signature _____		
13. Basic Function Of Position The Cultural Affairs Assistant provides administrative and program support to the Cultural Affairs Officer (CAO) and to the Cultural Affairs Section in general. The incumbent is supervised by the CAO, but may receive direction from the Assistant Cultural Affairs Officer (ACAO) and the Public Affairs Officer (PAO). He/she provides support for all aspects of cultural programming, including academic and professional exchanges; U.S. cultural and artistic programs; U.S. and Mission speakers, and other outreach programming and events, including coordinating travel for section staff and visitors, specialists, and speakers. (see addendum for continuation...)				
14. Major Duties and Responsibilities <div style="float: right;">100 % of Time</div> A. Logistics - 40% of Time The Cultural Affairs Assistant has primary responsibility for logistical arrangements required for cultural, outreach, and exchange activities, including but not limited to processing travel advances and visa requests, ensuring that venues are rented, equipment is delivered and tested, payments are made, tickets are purchased, airport passes procured, hotel rooms booked, ground transportation is arranged and representational events are organized, to include the issuance/delivery of invitations and the arranging of catering. The incumbent escorts visitors to meetings and larger PAS events within the Embassy and assists the CAO and ACAO with programs, events, and activities as assigned.				
(See Addendum 1)				
(Continue on blank sheet)				

15. Qualifications Required For Effective Performance

- a. Education
Four years university or college studies, equivalent to a B.A. degree in communications, public relations or international relations is required.
- b. Prior Work Experience
Minimum three years of progressively responsible experience in an administrative support role in communications, media, events planning, university exchanges or a closely related field is required.
- c. Post Entry Training
Training in database applications used in PAS operations (Mission Activity Tracker, Mission CONTACT database, Alumni Archive database, Exchange Visitor Database, etc.); training in Department of State structure, function, procedures, and protocol.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (fluent) written/spoken both in English and Spanish is required.
- e. Job Knowledge
Knowledge of Ecuadorian contact institutions (universities, NGOs, arts facilities, etc.) is required. Must have knowledge of the public policy and programs of the USG. Basic accounting and budget knowledge is required.
- f. Skills and Abilities
Must have good working typing skills (net 50 wpm accuracy); must have good knowledge of Microsoft applications (Word, Excel, Powerpoint, Internet Explorer and Outlook). Applicants must demonstrate flexibility and be able to function in a stress-filled, project deadline-oriented environment.

16. Position Element

- a. Supervision Received
The incumbent receives direct supervision from the Cultural Affairs Officer (CAO). The incumbent also receives indirect supervision and guidance from the ACAO and PAO and receives direct instructions/orders from senior LES in the Cultural Section.
- b. Supervision Exercised
None
- c. Available Guidelines
The incumbent will rely upon the ECA and IIP web pages devoted to programming support for instruction, but will also receive program-specific information via cables and e-mails. In some cases, the incumbent may need to directly refer to the FAM.
- d. Exercise of Judgment
The incumbent must exercise judgment with regard to the preparation of the content of correspondence and visa referrals and in responding to requests for assistance and information from our broad base of cultural contacts. Although assigned to the Cultural Affairs Section, the incumbent will, in the absence of other PAS staff, answer phone calls from the press and must exercise due caution in responding to journalists' request for information.
- e. Authority to Make Commitments
May schedule appointments for the CAO, ACAO and other Cultural Affairs staff, and authorize minor expenditures required to ensure logistical support for programs.
- f. Nature, Level, and Purpose of Contacts
The incumbent will have contact with the secretarial/administrative staff of mid-to-high level GOE officials, the offices of university rectors and deans, and the wide-ranging contact base of the Cultural Affairs Office. The incumbent will interact with all levels of contacts visiting the Cultural Section while assisting to arrange programs. As the incumbent may be called upon to travel in support of programs, the incumbent will also have contact with regional/provincial officials.
- g. Time Expected to Reach Full Performance Level
It is anticipated that the incumbent would be fully functional within six months.

Addendum 1

B. Administrative Support - 35% of Time

Responsible for all routine correspondence for the section, to include some assistance with translation of letters to section contacts. Answers the phone, returns calls, prepares e-mails, and files. Assists the PAS Administrative Assistant with grants, purchase orders, travel orders, representational vouchers, travel vouchers, leave requests, annual evaluations, and with the retirement of old files and establishment of new files in support of exchange programming. Prepares visa referral documentation and all the necessary documentation to further exchange programs. Prepares information for DS-2019s and enters data into the online data base for exchange programs. Assists other Cultural Affairs staff in preparing and updating information about programming status, costs, and all relevant information for current and future use. Maintains and updates the agenda for PAS office meetings on a weekly basis.

C. Contact and Database Maintenance - 15 % of Time

Has primary responsibility for the maintenance of the Mission Activity Tracker, by soliciting and inputting data from all PAS sections regarding programming and operational activities. Maintains the Alumni Archive database by obtaining, organizing, and inputting contact information for participants in USG-funded exchanges in conjunction with Cultural Affairs, IRC, and Fulbright staff. As necessary, the incumbent is required to print lists and prepare mailings in conjunction with section programs and initiatives. Assists with the maintenance of section contacts through CONTACT database, both Ecuadorian and U.S., among our target base - academic, cultural, and all areas covered by the Integrated Country Strategy (ICS). Coordinates with other Embassy/Consulate sections to maintain accurate data on section contacts.

D. Back up for PAS Administrative Assistant - 10% of Time

In the absence of the PAS Administrative Assistant, the incumbent will be responsible for drafting and finalizing purchase orders, grants, travel advances, and travel authorizations; monitoring and reporting time and attendance; for general correspondence distribution; and for answering and disseminating phone calls to the Administrative Assistant's extension.

13. Basic Function Of Position (continuation...)

The incumbent handles all invitations, correspondence, and filing for the section, reserves venues, prepares standard forms for processing, enters visitors' profiles into the Exchange Visitors Database (EVDB), maintains the Mission Activity Tracker (MAT) and Mission CONTACT database, assists with events planning and logistics, answers the section telephone, escorts visitors, and serves as back-up for the Public Affairs Section Administrative Assistant, including assistance with grants management. The incumbent also coordinates special projects as assigned by the CAO, ACAO or other American officers. He/she also may manage some programs in conjunction with Cultural Section staff. While primarily responsible for support of activities in the Quito Consular District, he/she must coordinate closely with Public Affairs staff in Guayaquil.

DISTINGUISHING FEATURES:

The incumbent is responsible for all cultural and outreach programming support functions and is asked to work in a high-pressure environment where the need to respond to deadlines is constant and last minute programming changes occur frequently. The EVDB, MAT, and Alumni Archive databases are unique to this section. The need for accuracy in this position is given a high priority, as failure to allow for one logistical need can endanger a program or leave a participant with a bad impression.